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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 October 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 9 - 16 October

25X1 1. Messrs. [ ] spoke at the IOC.

25X1 2. Miss [ ] spoke at the CSR.

25X1 3. Miss [ ] a former student from the WH Division, was given additional instruction in foreign travel.

25X1 4. Miss [ ] of WE Division was given tutorial training in tradecraft, finance and cable writing as she was only present for the third week of Administrative Procedures and was due to leave for her post abroad shortly.

25X1 5. [ ] (Office of Personnel) has provided us with a  
25X1 typist, [ ] to assist in the typing of lesson plans.  
25X1 [ ] has been advised of this.

25X1 6. A request has been received from the WE Training Officer, [ ] for tutorial training for an individual going overseas who will not be able to take a course prior to departure. He is to submit topics he wishes covered and the training will be arranged for the last week in October.

25X1 7. The comments on the Basic Tradecraft Manual were received from the Clandestine Services Training Committee and were reviewed with [ ] After [ ] has completed his work on this material, he will let us have the results.

25X1 8. The carpenters have completed the work on the blackboard.



25X1  
25 YEAR RE-REVIEW

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